

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES DIVISION DIRECTOR**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list  
**Location:** 460 Capitol Ave., Hartford  
**Job Posting No:** 100345  
**Hours:** 40 hours/week - Mon-Fri 8:00am-4:30pm  
**Salary:** \$95,728 – \$122,791 (MP-69)  
**Closing Date:** May 21, 2012

**Eligibility Requirement:**

Candidates must have passed the **Developmental Services Division Director** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:**

Administers staff and operations of the Autism, Employment, Aging, Case Management and Family Support Services Division; develops, implements and evaluates division policies, goals and objectives; designs and develops division programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs management and coordination of staff; designs and implements performance review standards for the division staff; prepares division budget; maintains contacts with individuals within and outside of the division who might have impact on policy or program activities; advises the Commissioner or Deputy Commissioner in the recommendation of new or revised health programs and or support services, administrative policies and processes to assist consumers of the agency; prepares state and federal reports, performs related duties as required.

**General Experience:** Ten (10) years of professional experience in health or human services delivery system administration and/or programs.

**Special Experience:** Two (2) years of the General Experience must include administrative or managerial responsibility relative to programs for habilitative and or rehabilitative program development for consumers of the agency.

**Special Requirements:** Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) including the job Posting Number. Also provide two letters of professional reference. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

**Send Applications To:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.